The Town of Hayden

Application For Employment

The Town of Hayden is an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	**City**	**State**	**Zip**

Phone Number	**Mobile Number**	**Email Address**

Were You Previously Employed With The City?
Yes ☐ No ☐

If So, When?

Are You Legally Authorized to work in the US?
Yes ☐ No ☐

Have You Ever Been Convicted Of A Felony?
Yes ☐ No ☐

If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test?
Yes ☐ No ☐

Position

Position You Are Applying For	**Available Start Date**	**Desired Pay**

Employment Desired
☐ Full Time ☐ Part Time ☐ Seasonal/Temporary

Shift Availability

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
From							
To							
Overnight (yes/no)							

Education

Education	**Name and Location**	**No. of Yrs. Attended**	**Degree Received**	**Subjects studied/Major**
High School			**Do you have your Diploma or GED?** Yes ☐ No ☐	
College or University				
College or University (if applicable)				
Trade, Business or Correspondence School.				

Military Service?
Yes ☐ No ☐

Rank

References

Name	Title	Company	Phone

Employment History (Most Recent First)

Employer (1)	Job Title		Dates Employed
Work Phone	May We Contact Them For A Reference? Yes ☐ No ☐		Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	May We Contact Them For A Reference? Yes ☐ No ☐		Pay Rate
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	May We Contact Them For A Reference? Yes ☐ No ☐		Ending Pay Rate
Address	City	State	Zip

SKILLS & CERTIFICATIONS

List any and all skills, abilities, certifications, etc., required for this position, or that you feel are applicable to the position for which you have applied.

How did you Hear about this Opening?	Walk In– Public Bulletin Board	☐
	Current Employee	☐
	Newspaper Advertisement	☐
	Town Website	☐
	Other (Explain)	☐

Signature Disclaimer **Please Read Carefully**

I certify that the information given herein to be true and complete. In the event of employment, I understand that false or misleading information given in my application or inter-view (s) may result in my discharge. I understand that this application is not and is not in-tended to be a contract of employment.

Unless I checked "No" to indicate that I do not want the Town to contact a former employer to obtain an employment reference and gave the reason for that choice, I authorize each person, school and former employer identified in this Application to provide the Town of Hayden with any information that the Town may request. I authorize the Town to conduct a complete background investigation to verify the accuracy of information in this Application, and I authorize the Town to obtain complete information concerning any conviction or guilty plea for any crime. I consent to the release of all such information to the Town, and I release each person, school, employer, or agency from any liability or damage related in any way to the furnishing of such information.

I also authorize the Town to conduct a motor vehicle records check of my driving record and I consent to the disclosure of my driving record to the Town, including driver's license number, and record of vehicle accidents, traffic violations and driver status.

I understand that once I submit this Application, the Application becomes the property of the Town of Hayden and that my application may be considered a public record subject to disclosure to the public.

I understand that if I am hired by the Town, the terms and conditions of my employment are governed by the Town's *Personnel Rules, Policies and Procedures.* I acknowledge that no representations or promises of any kind have been made to me to induce me to accept employment with the Town.

I understand that the Town of Hayden is a Drug-Free Workplace, and that persons hired in certain job classifications are required to undergo a physical examination and a drug/alcohol test before beginning work for the Town and at any time specified by the Town's *Personnel Rules, Policies and Procedures.* I understand that any offer of employment for these jobs is conditioned upon satisfactory completion of the physical examination and drug/alcohol test.

I understand that federal law requires me to provide proof of identification and employment eligibility.

By my signature, I certify that I have read, understand and agree with the Applicant's Consent and Agreement.

Name (Please Print)	**Signature**
Date	